



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Transportation Division of Planning and Programming Office of Planning Atlanta, Georgia 30334	Application Number 83-818	
Application Number		Date Received MAY 11 1983	Date Completed MAY 31 1983
2. Person to Contact Robert L. Seago		Working Title Transportation Engineer IV	Telephone Number 656-5351
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1925 To Date		5. Records Series Title (followed by title used in office; if different) Sanborn Insurance Maps	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Division of Highway Planning and Programming, Plan Development Bureau. Function: Develop long and short range transportation plans; collecting statistical data; compiling traffic survey data; evaluating highway systems and making recommendations for accommodating present and future transportation needs in the most efficient, cost effective and safe manner.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining and updating published maps used in Urban Highway Systems Planning as relates to land use and trip generations. Included are: 25"x22" bound volumes containing _____ of New York Maps published by the Sanborn Map Company/which show streets, type of structures, and other geographic features of certain Georgia urban areas. Maps are updated by pasting over areas which have changed. Each page contains a listing of paste-on updates which have been added to map on that page. Volumes are indexed and index to paste-ons which have been added are included in front of each volume. File is arranged: Maps are bound in volume, by City.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>N/A</u> ; twenty-five months and older <u>N/A</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____ None			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. These are published volumes.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Univ. of Ga. Library has complete set of maps for all Georgia towns and cities.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0 years.	d. Audit period	0 years.
b. Statute of limitation	0 years.	e. Administrative need	5 years.
c. Federal law	0 years.	f. Federal retention instructions	0 years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

The Department hopes to eventually produce their own maps; however, until this system is implemented, these volumes must be maintained for reference.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See Below then.

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Hold in current files area until superceded or no longer needed for reference; then transfer to State Archives for permanent retention.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Robert C. Kirk</i>	5/10/83	<i>Martha B. Beck</i>	5/10/83
83-818		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>Edward Weldon</i>	5-26-83
	Secretary of State/Designee	<i>Edward Weldon</i>	5/22/83
	Attorney General/Designee	<i>Edward Weldon</i>	5-27-83